

**Detroit Workforce Development Department
Michigan Works! Agency
Workforce Development Board
HOST: Detroit's Work Place
455 W. Fort Street
Detroit, MI 48226**

**Friday, January 28, 2005
8:00 a.m.**

FULL BOARD MEETING MINUTES

**I. Call to OrderTom Goss, Chairman
Goss, LLC.**

Mr. Goss, welcomed members and guests and called the meeting to order. A motion was made and supported to approve the minutes and agendas from the April 2004, July 2004, November 2004 meetings and the draft agenda for the meeting in progress.

**II. Director's Report.....Cylenthia LaToye Obayan, Esq.
Director, Detroit Workforce Development Department - MWA**

Ex-Offenders Taskforce

Ms. Obayan stated there is a meeting being convened by the Governor's office on Friday, April 1, 2005 to discuss the Michigan Prisoner Re-entry Initiative. It will be held at the Kellogg Center in East Lansing from 8:00 a.m. until 5:00 p.m. Ms. Obayan stated that all interested members would be contacted by Tabia Coulibaly for directions and other particulars.

The Detroit Workforce Development Department (DWDD) remains a part of the corrections-to-work taskforce, which continues to address ex-offender issues and programming.

Ms. Obayan invited all members to attend the next ex-offender initiatives meeting scheduled for Friday, February 25, 2005 at 707 W. Milwaukee at 10:00 a.m.

Regional Skills Alliance ("RSA")

Ms. Obayan applauded Mr. John King and Mr. Jim Flanegin for their outstanding leadership on this RSA.

Mr. Flanegin stated that the RSA is focused on long-term care. The group gathered several individuals from various segments including employers, community-based companies, and educational institutions to discuss the critical workforce issues.

The group developed smaller work groups and created surveys to determine the needs of the industry. Mr. Flanegin noted that various employers would design the actual job competencies for the individuals.

Mr. King stated that the outcome of the RSA includes the placement of 110 participants by September 30, 2005.

Items adopted by the Executive Committee

Ms. Obayan noted that at the Executive Committee meeting held on Friday, January 21, 2005, the following items were adopted:

♦ *Priority of Service Plan*

The Detroit Workforce Development Department (DWDD) submitted a request for approval to change supportive services. In the event that DWDD receives a lower level of funding, a proposed change in the priority of service for the following programs will be initiated:

- Workforce Investment Act
- Work First
- Food Assistance Employment and Training
- Employment Service

♦ *Income Criteria for Eligibility of Services*

The concerns with income criteria for eligibility of services are a direct result of the layoffs within the City of Detroit and Detroit Public Schools. DWDD will need a reprieve to serve individuals laid off both from the City of Detroit, and Detroit Public Schools (DPS). DWDD is to serve laid off workers from DPS and the City of Detroit, which only allows for intensive services and training to be given to low income and displaced workers. This is a self-imposed Board guideline to provide support for people who are being laid off from high-paying jobs as well. The Executive Committee agreed to revisit the policy after one year.

Work First Performance

Ms. Obayan acknowledged Work First contractors for their hard work. DWDD placed first in the state for Work First customer retention after employment. Since 2002, the DWDD moved from eighth place to first place.

MWA Funding

Ms. Obayan reviewed the budget materials regarding DWDD's current funding and next year's funding projections that were distributed to the members. She stated that the Reed Act dollars are expiring this year. Ms. Obayan also noted that DWDD's overall funding is projected to be reduced from \$75 to 59 million.

DWDD will draft a letter to the Michigan legislature regarding the funding issues. She has requested each member to print out the letter and send it to their contacts in the Michigan legislature encouraging them to restore Work First funding for the entire state back to \$130 million.

Mr. Goss encouraged all members to send out the letters to the state legislature. He stated that it is critical to maintain current funding levels.

Workforce Investment Act

Ms. Obayan stated that the last minutes reflected that DWDD was working to correct the failing of one of the performance measures. Ms. Obayan noted this error has been corrected, and the report correctly displays that DWDD has met or exceeded all 17 of the performance measures. In fact, the DWDD is the only Michigan Works! Agency in the entire state who has met or exceeded all of the performance measures in the Workforce Investment Act since its inception in 2000.

Earned-Income Tax Credit Program

Ms. Obayan stated that DWDD needs volunteers for income tax training or experienced income tax preparers. The program will assist low to moderate-income individuals who are employed. DWDD started the Earned Income Tax Program approximately three years ago. DWDD has served thousands of individuals who are unable to get their taxes prepared professionally. This program allows these individuals to get their taxes prepared free of charge. The program starts January 29, 2005 and will run through April 12, 2005. DWDD is asking each volunteer to serve three out of the twelve days of service.

III. Committee Reports

Executive Committee

Mr. Goss stated that over a year ago, the Board formed committees to perform the work that needs to be done. The committees were to meet and report back to the Executive Committee. Mr. Goss stated that he wants all members to make an effort to sign-up for the committees, as it is critical to perform as the voices of the Board, especially in the community.

It was suggested that some Board members travel to Lansing and do a five-minute presentation with legislative members. Mr. Goss recommended titling the event "Tour on State Capital." He also recommended that Mr. Sanders organize the event. Mr. Sanders stated that he would e-mail the Board with suggested dates. He also recommended members read the book titled, The Price of Government.

Contract Committee

Dr. Veronica Madrigal stated that the committee met on September 1, 2004. After much discussion, several cuts were recommended ranging from eight to twenty-two percent. These reductions were based on performance. Ms. Obayan stated that the Department plans to release the new request for proposals during the first quarter. DWDD will also have RFP responses rated by an outside entity for a different level of quality control and consistency.

Mr. Goss encouraged all committees who are meeting in the late afternoon, to change their times to the mornings to encourage full participation.

Disability Council

Ms. Dorothy Quinn stated that the committee meets monthly to primarily discuss the outcome of the grants for customers with disabilities. The Detroit Youth Overcoming Challenges grant has ended and the Customized Employment Grant is still in place for an additional two years. The committee reviewed the similarities of the two grants and discussed how they could move forward with implementing accessible services for individuals with disabilities at the one-stop centers in the future. The committee developed a Think Tank group that discussed service delivery and policy issues.

The Think Tank made recommendations that will be submitted to the DWDD's Director, Deputy Director, and the Board's Executive Committee. The Council has achieved the following accomplishments:

- Improved awareness - more providers are aware of disability issues and understand that people with disabilities should be given the same opportunities as anyone else.
- Workshop – the customized grant coordinator is planning a workshop for providers in the entire Detroit area to come and look at resources, common goals, and how we can work together as organizations to improve services.

Ms. Pat Chatman of Goodwill Industries of Greater Detroit, reported that the Taskforce would be hosting a Future Search Forum at the St. Regis Hotel. Participants will take a look at disability and how the community serves individuals with disabilities. The three forum dates are as follows:

- Wednesday, February 2, 2005
- Wednesday, February 23, 2005
- Wednesday, March 23, 2005

Ms. Chatman stated that the forums will meet from 9:00 a.m. to 12:00 p.m., and they are sponsored by the Detroit Partnership for Customized Employment with funding from the Office of Disability Employment Policy, as well as the WDB Disability Council. Ms. Obayan acknowledged the hard work and accomplishments of Dorothy Quinn, Pat Chatman, and Joe Skiba.

Education Advisory Group (EAG)

Ms. Belda Garza stated that the group met on Friday, December 17, 2004. The committee agreed that the active membership must be expanded to include a representative from the following:

- Catholic Schools
- Detroit Public Schools
- Wayne State University
- Oakland University
- Macomb Community College
- Central Michigan University

The EAG agreed to discuss the following organizations for possible membership at a later date:

- Black Baptist Ministers
- Charter Schools
- Wayne RISA
- Michigan Department of Education
- Community Based Organizations
- Cherry Council Commission

Ms. Garza concluded with several next steps for the EAG:

- Invite a representative of the North Central Association to the next meeting
- Recommendations for community based organizations
- Developing ways to exercise influence on issues regarding the Detroit Educational process
- Dr. Mary Smith's participation on the DPS transition team
- Inviting representatives from Charter Schools and the Superintendent of Education to do a presentation on Charter Schools vs. Public Education

The EAG meets every second Friday of the month at 455 W. Fort Street at 8:30 a.m.

Mr. Goss noted that the EAG has reached out to representatives beyond the Board's core to have a broader reach. He then encouraged all committees to include more non-Board-member representatives.

Manufacturing Committee

Mr. Byron Carter stated that he has done some benchmarking of the state of Pennsylvania through the Internet. The committee is also working with DWDD's Planning Division to begin projects with operating engineers. There was also a brief discussion on plumbing and mechanical contractors. The committee's next step is to meet with John King and Melvin Gupton to sharpen the focus and accomplishments of the committee.

Mr. Sanders stated that he attended a briefing with the state's treasurer. The Governor announced proposing a tax-related comprehensive plan. These proposals will impact the manufacturing industry with the hope that it would increase job growth in the area. Mr. Sanders recommended that the committee should look at what the Governor is currently proposing.

Marketing Committee

Mr. Gupton stated that the committee met over the past several months to create a brand identity. The committee has had incredible participation from Board members who serve on the committee. It has a budget of \$200,000 to market the work of DWDD and the Board. Monies will be used for radio spots, billboards, video and print ads. At the last meeting, the following subcommittees were formed:

- Kickoff Event
- Speakers Bureau
- Advertising
- Media Relations
- Sponsorships

Mr. Gupton stated that one of the suggested names for the brand identity is "Your Employment Link."

Services Committee

Mr. Gupton stated that the Services Committee is requesting a new chair. The Services Committee's former chair, Mr. Mark Symkowiak, is no longer with Bank One. Ms. Obayan stated that this committee looks at the entire services industry (e.g. hotel, retail, banking). Mr. Goss encouraged someone to volunteer to chair the committee or someone will be appointed.

Youth Advisory Council (YAC)

Mr. King stated that the Youth Advisory Council ("YAC") met on December 9, 2004. The committee embarked upon a course to recruit agencies that serve youth to look at how well they can work together. The agencies were asked to collaborate with those that provide similar services. The YAC's next meeting is March 10, 2005 at 455 W. Fort Street.

IV. Old Business/New Business/Announcements

2004 Alumni of the Year

Mr. Gupton stated that DWDD is recognizing Ms. Rachel Haynes as the 2004 Alumni of the Year. Ms. Haynes went through the CNA program. On Tuesday, February 01, 2005, she will travel to Lansing to be recognized with all of the other alumni throughout the state. DWDD will request that Ms. Hayes attend a future Board meeting to be recognized by the Board.

2005 Meeting Calendar

Mr. Goss stated that the Board should have received the 2005 WDB Calendar. Mr. Goss stated that attendance and committee participation would be appreciated at all of the meetings.

501(c)(3)

Mr. King stated that he sent an initial response to the IRS but they wanted additional information on the structure of the 501(C)3 Committee.

Labor Market Information

Ms. Obayan informed all committees that DWDD is the source for any labor market information desired by any of the Board's committees.

Vonda Turner

Mr. Handel stated that Ms. Turner is on long-term leave. Mr. Gupton and Ms. Quinn visited Ms. Turner and presented her with a plaque recognizing her long-term contributions to Board activities. An encouragement gift was also sent to her on behalf of the Board.

Detroit Free Press Hiring Event

Mr. Gupton stated that the Free Press requested DWDD to serve as a partner and a lead sponsor, along with the Detroit Regional Chamber, on a hiring event scheduled for Wednesday, February 9, 2005. DWDD sent out sponsorship packets to contractors to participate in this event. The Free Press is requesting training institutions to participate as well.

Ms. Obayan stated that the hiring event would repeat on the following dates:

- Wednesday, May 11, 2005
- Wednesday, August 17, 2005
- Wednesday, November 16, 2005

Ms. Obayan stated that DWDD is anticipating over 10,000 people to attend.

She also stated that over 6,000 people attended the Department-sponsored CareerSummit last year. DWDD has encouraged members to have booths and exhibits. The goal is for individuals to leave with employment and/or training opportunities.

Jim Petty and James Johnson's Retirement

Ms. Obayan announced that Jim Petty, Manager II of the Planning Division, will be retiring from the City of Detroit at the end of February. Mr. Petty has over 34 years of employment with the City of Detroit. James Johnson, Manager of the Facilities and the Purchasing Division, will also be retiring from the City of Detroit at the end of February. Mr. Johnson has over 31 years of employment.

Heat the Street

Ms. Obayan stated that the City of Detroit Human Service Department will be hosting an inaugural "Heat the Street" run and walk for warmth event. It is scheduled for Saturday, February 26, 2005. The goal is to raise \$500,000 with the help of corporate sponsors. The registration package will be available for pick up on Friday, February 25, 2005 in the atrium of the Compuware Global Headquarters building from 3:00 p.m. until 8:00 p.m. The 10k run will begin at 8:00 a.m., and the 5k run and 5k walk will begin at 8:30 a.m. Ms. Obayan stated that interested members could register online at www.heatthestreets.org.

WDB Year-End Celebration

Mr. Goss stated that the Board had a reception at Opus One. He thanked members and staff who attended and contributed to the event.

V. Adjournment

Having no further business, the meeting was adjourned at 10:00 a.m.

January 28, 2005
8:00 a.m.
Meeting Attendance
WDB Members

WDB MEMBERS / Title	REPRESENTING
Tom Goss Chairman	Goss, LLC.
Tyrone Sanders, Jr. Associate	Public Affairs Associates
Byron Carter Administrator, HR Development	UAW/General Motors for Human Resources
Jim Flanegin Corporate Director Recruitment	St. John Health Systems
Belda Garza Board Member	Detroit Public Schools Board of Education
Jocelyn Giagrande Senior Consultant, Diversity	Henry Ford Health System
Donald (Steve) Hill District Manager	MDCD Rehabilitation Services
Jacqueline Jones Group Vice-President	United Way Community Services
Patrick Lindsey Community Relations Specialist	DiamlerChrysler Corporation
Veronica Madrigal District Manager	Family Independence Agency
Sharon Mattic Contract Compliance Officer	City of Pontiac
Gary Moss Supervisor	DTE
Albert Taylor Nelson Attorney	Berry Moorman, Pc. - Law
David Purdy Regional Manager	CVS Pharmacy
Dorothy Quinn District Manager of Special Projects	Detroit Labor and Economic Growth
Dalton Roberson Program Associate	New Detroit, Inc.
Calvin Sharp Sr. V.P. of Human Resources	United Auto Group, Inc.
Dr. Mary Smith Vice Chancellor	Wayne County Community College District

WDB MEMBERS / Title	REPRESENTING
Robert Troutman Manager	Detroit Regional Chamber
Narvia Twyman Director	External Benefits Services for Unemployment Insurance Agency
Walter Watkins Chief Development Officer	City of Detroit, Planning & Development Department
Mary Grace Wilbert Principal Accountant Manager	Detroit Economic Growth Corporation

DWDD STAFF	
John King	MWA Consultant
Melvin Gupton	Chief of Staff
James Johnson	Detroit MWA
Jim Petty	Detroit MWA
Ralph Rayner	Detroit MWA
Janisse Stewart	Detroit MWA
Eunice Williams	Detroit MWA
Donna Chew	WBD Liaison
Rusan M. Combs	WDB Staff Assistant

GUESTS	REPRESENTING
Dolores Bryant	DWP
Pat Chatman	Goodwill Industries
Pamela Collins	MRS
Aimee Davis	Ross
Stacie Davis	PEI, Inc.
Terrie Henderson	TWW & Associates
Gloria Houze	Employment Central
David Jaffe	JVS (Board of Directors)
Sharon Jamal	Detroit's Work Place
Barbara Kuylindall	ACS
Jennifer Lane	Foundation for Behavioral Resources
Patricia Little	Michigan Rehabilitation Services
Dorothy Miller	MRS
Shani Niang	Detroit Workforce Network
Barbara Nurenberg	JVS
Robert Pittman	National Institute Technology
Faith Polk	PEI, Inc.
Leah Rosenbaum	JVS/ Detroit's Work Place
Janice Saur	The Resource Network
Francine Sims	Operation Able
Alan Spiller	SER/YO!
Alfred Taylor, Jr.	The Resource Network
Alberto Uribe	Detroit's Work Place
Winston Welch	CDL Training School